

Sample Statement of Work

Customer Name

Engineer Name
engineers@solidborder.com

Appendix D to DIR Contract No. DIR-SDD-1855

Sample Statement of Work: Customer Name

Introduction

This Agreement is for services only and does not include the purchase of hardware and software.

Overview

[To be filled in upon engagement]

Services

Solid Border will provide the appropriate resources to this project. To ensure a successful engagement, Solid Border assumes there will be several pre-approved PCs that any new software or patches can be installed on for testing purposes. These PCs are typically IT staff or lab computers. In this statement of work, these computers will be referred to as lab computers.

Objectives

[To be filled in upon engagement]

Travel

All on-site activities outlined in this document will be performed at the Customer Name main IT office. All travel expenses have been included in the original purchase. Travel expenses will be reimbursed in accordance with Section 4.G. of DIR Contract No. DIR-SDD-1855.

Risk

Business impact will be minimal. If any issues arise, Customer Name IT management will be informed immediately with recommendations on how to proceed. All software changes include the ability to roll-back to previous versions. Because of design, any reboots to a dedicated ePO server will not have an effect on the Customer Name production environment.

Summary

Upon completion of the ___day engagement, Customer Name and Solid Border will have installed new software to the primary ePO server, test machines, and depending on time, some of the production environment. Customized best practice configurations will be in place. Solid Border engineers will be available by phone or email for quick questions and configuration clarifications after the engagement.

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Sample Statement of Work: Customer Name

Signature Page

This Statement of Work is between Solid Border Inc. and Customer Name and is subject to the provisions of DIR Contract No. DIR-SDD-1855. The following signature authorizes the execution of the above statement of work. If this statement of work is acceptable, please sign, date and fax to 800.887.9974.

Customer Signature

Printed Name

Company

Date

Solid Border Signature

Printed Name

Date

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